## Directions for completing the Team Nutrition "Live Healthy Iowa" Mini-Grant Application for School programs

- 1. To be eligible to apply for a mini-grant schools must be participating in the National School Lunch Program. Others may attend Team Nutrition training, but are not eligible to receive additional funds.
- 2. The school sponsor needs to complete a "<u>Team Nutrition School Enrollment Form</u>" found on the Team Nutrition web page under Publications and Reports, at <a href="http://www.iowa.gov/educate/">http://www.iowa.gov/educate/</a> click on Nutrition Programs and click on Team Nutrition. This can be submitted with the mini-grant application.
- 3. Mini grants are offered in conjunction with Live Healthy Iowa Kids program from the Iowa Sports Foundation. Team Nutrition provides the opportunity to apply for a mini-grant to enhance healthy food intake and education on nutrition to use during the 100 day challenge. Live Healthy Iowa Kids is a FREE 100 day program designed to encourage young Iowans to increase their physical activity levels and make better food choices. Each team needs an adult team captain. To qualify for a Team Nutrition mini-grant, your team must be registered through the Live Healthy Iowa Kids site at <a href="http://www.iowasportsfoundation.org/LiveHealthyIowaKids/Default.aspx">http://www.iowasportsfoundation.org/LiveHealthyIowaKids/Default.aspx</a> and complete a registration.
- 4. List the mini-grant contact person in the top section of the first page of the application. Others may or may not be involved in the activity, so additional names are optional. If a staff member is completing the application, it would be necessary to have administrative approval of the director or administrator to show that the plan is acceptable to them as a part of the school's activity.
- 5. Conduct a self-assessment to identify specific objectives to focus Team Nutrition activities on. This could be the self-assessment USDA Changing the Scene kit at <a href="http://www.fns.usda.gov/tn/healthy/support.pdf">http://www.fns.usda.gov/tn/healthy/support.pdf</a> or online school wellness at <a href="http://www.fshn.hs.iastate.edu/schoolnutiriton">http://www.fshn.hs.iastate.edu/schoolnutiriton</a>. These would then guide what activities are selected and what supplies would be funded by the mini-grant.
- Mini-grants will be funded if activities are appropriate and expenditures listed follow acceptable cost procedures (see attachment). The maximum awarded to individual schools is \$250.
- 7. In order to be eligible for reimbursement all funds must be spent by April 30<sup>th</sup> and documentation sent to the address below by May 29, 2009. Documentation including a written summary must be submitted with the documentation of expenditures outlining what was done, accomplishments, number involved in activity and any press releases or news articles done about the activity.
- Mini-grants and documentation of costs should be sent to:

   Patti Delger, Team Nutrition 2008 Grant Project Director
   Bureau of Nutrition Programs and School Transportation
   Grimes State Office Building
   400 East 14<sup>th</sup> St.
   Des Moines, IA 50319-0146

Any questions can be directed to Patti Delger at <a href="mailto:patti.delger@iowa.gov">patti.delger@iowa.gov</a> or 515-281-5676.

REMINDER – You must be a registered as a Live Healthy Iowa team